

## SELF-CALENDARING INSTRUCTIONS

The self-calendar system is designed to allow both counsel and parties to schedule hearing dates for matters heard on regular notice, without having to contact the Calendar Clerk to obtain a hearing date. Matters that do not require hearings may be filed in accordance with Local Bankruptcy Rule 9013-1(g)(1).

- I. Matters requiring more than 15 minutes **may not** be self calendared. Parties may select their own hearing dates if the matter to be heard is 15 minutes or less and falls within one of the following categories:
  - A. **Motions for Relief From Stay**
  - B. **Objections to Claims (20 or less)**
  - C. **Fee Applications in Chapter 7 and Chapter 11 Cases**
  - D. **Employment Applications**
  - E. **Any motion in a Chapter 7, 11 or 13 Case or an Adversary Proceeding not identified in section II below as being ineligible for self-calendaring**
- II. The following matters **may not** be self calendared.
  - A. Applications for Orders Shortening Time
  - B. Matters Heard on Shortened Notice or on an ex parte basis
  - C. Emergency Motions (including motions arising under General Order 02-02)
  - D. Initial Status Conferences in Adversary Proceedings
  - E. Clusters of Related Matters that would ordinarily be set for different hearing times
  - F. Mass Objections to Claims (more than 20 objections set for a single hearing)
  - G. Motions for Authority to Use/Restrict Use of Cash Collateral
  - H. Motions for Temporary Restraining Orders or Preliminary Injunctions
  - I. Motions for Summary Judgement
  - J. Pre-trial Conferences
  - K. Reaffirmation Agreements
  - L. Motions to Dismiss Adversary Proceedings
  - M. Disclosure Statements
  - N. Objections to Claims of Exemption

For matters that may be self-calendared, follow the steps outlined below:

**STEP 1:** Identify available dates and times for the type of matter that you want to calendar by referring to the monthly calendars posted in the Judge's courtroom or on the Court's website ([www.cacb.uscourts.gov](http://www.cacb.uscourts.gov)) or by calling the Court's general information number (714) 338-5300 and selecting the menu options necessary to direct you to calendaring information for Judge Alberts.

- **PLEASE NOTE: Calendar dates are subject to periodic revision**, so please verify that you are referring to a *current version* of the Judge's monthly calendar.

**STEP 2:** Prepare a notice of hearing for the date and time that you have selected. If your motion is for relief from stay, you must provide notice in the same form as outlined by Local Bankruptcy Rule 9013-1(1)(e) (Local Forms series 350).

- **PLEASE NOTE:** By choosing a date for a relief from stay hearing that is greater than 30 days from the date you file your motion, you are deemed to have waived the time limits of Bankruptcy Code Section 362(e).

**STEP 3:** Give sufficient notice of all matters to all parties entitled to receive such notice pursuant to applicable provisions of the Local Bankruptcy Rules and Federal Rules of Bankruptcy Procedure. Schedule hearing dates accordingly. Moving parties may refer to Local Bankruptcy Rule 9013-1(a)(6) regarding service of the notice of the hearing and Local Bankruptcy Rule 9013-1(a)(13) regarding evidence supporting the motion.

**STEP 4:** File and serve your moving papers in a timely manner! Refer to the Local Bankruptcy Rules and Federal Rules of Bankruptcy Procedure for applicable filing and service deadlines. If proof of service is insufficient, the moving party's motion may be continued or denied. Be sure with the filed papers, to provide a courtesy copy of all papers for the Judge with the time and date of the scheduled hearing placed underneath the title of the pleading.

**STEP 5:** If the date you have selected is unavailable because you have given insufficient notice, the date and time are already fully booked or for any other reason, the Calendar Clerk will contact you to arrange an alternative date. **The Court reserves the right reschedule any hearing.** You will be notified promptly if your hearing has been re-set.